

Appendix B

Special Absence Approval Form

In some special extenuating circumstances, absences of students may occasionally be considered excused for family trips. This is, nevertheless, counted toward the total absence of the student for the year. In order for these absences to be considered excused, three conditions are necessary:

1. Complete the bottom portion of this Special Absence Approval Form and return it to the principal at least one week prior to student's absence.
2. Student work will not be given to the student prior to leaving for an excused absences unless the teacher requires it. Work missed and assigned upon the student's return (work, quizzes, projects, tests) must be made up in the same time span as the student's absence (ex: 2 days absence, s/he has 2 days to complete missed work). Work not completed will receive a zero. If a student is absent during or close to the end of a quarter, their report card may be delayed.
3. You will receive notification from the principal regarding the status of this absence. If an absence is considered unexcused, your child may not receive credit for missed work.

Day(s) and Date(s) of Absence: _____

Student name(s): _____

Parent/Guardian signature _____ Date _____

_____ Excused _____ Unexcused

Principal's Signature: _____

Teacher(s) signature _____